

Managing the Layoff Process Overview

The Layoff business process captures an employee's departure from an agency due to Layoff or Temporary Workforce Reduction (TWFR).

Prior to making any changes to an employee's record, validate that the layoff package is complete and all information is noted as specific dates will be needed for effective dating of the Layoff transaction and the tracking of various dates on the Job Data Notepad.

This business process is applicable to state agencies with VPA employees.

After the Layoff transaction is saved, all HCM functional areas will be updated appropriately:

- Benefits status will be updated in Cardinal Benefits (BN); COBRA eligibility will be triggered if applicable
- Time Reporter will be updated for Cardinal TA. Productive and non-productive time can still be entered and approved prior to the effective date of the Layoff
- For agencies using the Cardinal Absence Management (AM) system, the updated HR status will stop leave accruals
- The updated Payroll status will not create a Paysheet for the employee

Agency HR will need to coordinate with agency Payroll and an agency Benefits Administrator (BA) for final pay, (e.g., salary, OT, leave payout) due the employee. Additional steps may be needed for a Paysheet to be created in order to make the final payment(s).

If there is a large volume of updates, the agency can submit a file to be uploaded using the mass upload process. For more information on Mass Updates see the Job Aid titled **HR351 Managing the Mass Upload Process** on the Cardinal website in **Job Aids** under **Learning**.

Involuntary Separation in the form of disciplinary action and Voluntary Separations in the form of retirement or resignation will not be covered in this Job Aid but can be found in the Job Aid titled **HR351 Separation Statuses**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Note: For Layoffs where Severance Payments and Health Benefits continue, follow **DHRM Policy 1.30**.

Note: For Layoffs where Severance Payments remain active and Health Benefits are inactive, follow **DHRM Policy 1.30**.

Note: For a Layoff Separation when Severance Benefits end, follow **DHRM Policy 1.57**.



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Layoff

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive


Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

 Save Search Criteria

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information and tips and tricks on searching for employees, see the WBT titled **NAV205 Navigation Tips**. This WBT can be found on the Cardinal website under **Learning**.



HR351 Managing the Layoff Process

The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.

The screenshot shows the 'Work Location Details' form for an employee. The form is divided into several sections. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is selected. Below the tabs, there is a header section with 'Empl ID' and 'Empl Record 0'. The main section is titled 'Work Location Details' and contains a table with one row of data. The table has columns for 'Effective Date', 'Effective Sequence', 'HR Status', 'Payroll Status', 'Position Number', 'Position Entry Date', 'Regulatory Region', 'Company', 'Business Unit', 'Department', 'Department Entry Date', 'Location', 'Establishment ID', 'Last Start Date', 'Expected Job End Date', 'STD Claim Number', 'Layoff Notice Date', and 'Recall Eligibility Flag'. The 'Go To Row' button is highlighted with a red box, and the '+' icon next to it is also highlighted with a red box, indicating where to click to add a new row.

*Effective Date	Effective Sequence	HR Status	Payroll Status	*Action	Reason	*Job Indicator	Position Number	Position Entry Date	Regulatory Region	Company	Business Unit	Department	Department Entry Date	Location	Establishment ID	Last Start Date	Expected Job End Date	STD Claim Number	Layoff Notice Date	Recall Eligibility Flag
12/10/2020	0	Active	Active	Hire	New Hire	Primary Job	DOCHR002	12/10/2020	USA	DOC	70100	125	12/10/2020	CRO	DOC	12/10/2020				

- Click the **Add a New Row** icon (+) to add a new effective dated row.



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The **Job Data** page refreshes with a new effective dated row displayed.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Empl ID [redacted]
Employee [redacted] Empl Record 0

Work Location Details ?

*Effective Date 12/21/2020
Effective Sequence 0
HR Status Active
Payroll Status Active

*Action Hire
Reason New Hire
*Job Indicator Primary Job

Go To Row + -

Position Number DOCHR002 Test-Corr Ent Personnel Asst
Override Position Data

Position Entry Date 12/10/2020
☐ Position Management Record

Regulatory Region USA United States
Company DOC Dept of Corr - Central Admin
Business Unit 70100 Dept of Corr - Central Admin
Department 125 PROCUREMENT & RISK MGMT

Department Entry Date 12/10/2020
Location CRO Central Regional Office
Establishment ID DOC Dept of Corrections Date Created 12/21/2020

Last Start Date 12/10/2020
Expected Job End Date
STD Claim Number
Layoff Notice Date
☐ Recall Eligibility Flag

Note: When adding a new effective dated row, Cardinal copies the data from the previous row.

5. The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. Select the "**Layoff**" option using the **Action** field drop-down button.



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7. Select the applicable reason in the **Reason** field using the drop-down button. The following options are available for selection:
 - a. Layoff Benefits Only
 - b. Layoff Sev and Ben
 - c. Layoff Severance Only
 - d. Layoff TWFR Unpaid

Note: For further information on Action/Action Reasons, see the Job Aid titled **HR351 Action/Action Reasons**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Press the **TAB** key.

The **Job Data** page refreshes.

The screenshot shows the 'Job Data' page for a layoff process. The 'Payroll' tab is selected. The 'HR Status' field is 'Active' and the 'Payroll Status' field is 'Suspended'. The 'Reason' field is 'Layoff Benefits Only'. The 'Recall Eligibility Flag' checkbox is checked. Other fields include 'Effective Date' (12/21/2020), 'Effective Sequence' (0), 'Position Number' (DOCHR002), 'Position Entry Date' (12/10/2020), 'Regulatory Region' (USA), 'Company' (DOC), 'Business Unit' (70100), 'Department' (125), 'Department Entry Date' (12/10/2020), 'Location' (CRO), 'Establishment ID' (DOC), 'Last Start Date' (12/10/2020), 'Termination Date' (12/20/2020), 'Expected Job End Date', 'Expected Return Date', 'Last Date Worked' (12/20/2020), 'STD Claim Number', 'Layoff Notice Date', and 'Override Last Date Worked'.

9. The **HR Status** and **Payroll Status** fields automatically update after the **Action** and **Reason** fields are selected. Validate the **HR Status** field displays "**Active**" and the **Payroll Status** field displays "**Suspended**".



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- Click the **Recall Eligibility Flag** checkbox at the bottom of the page. There are very few instances in which this checkbox will not be selected.
- Click the **Payroll** tab.

Note: If your agency does not use Cardinal Payroll, proceed to Step 15.

The **Payroll** tab displays.

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

Empl ID [REDACTED]
Employee [REDACTED] Empl Record 0

Payroll Information ?

Effective Date 12/21/2020
Effective Sequence 0
HR Status Active
Payroll Status Suspended
Action Layoff
Reason Layoff Benefits Only
Job Indicator Primary Job
Current

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group SM1 Semimonthly Class (SUNSAT07)
Employee Type S Salaried
Tax Location Code 001 Accomack
GL Pay Type
Combination Code
Holiday Schedule HOLSAL Sal.HolSch
FICA Status Subject
[Edit ChartFields](#)

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

- Click the **Pay Group** field **Look-Up** icon and select the corresponding "NS" option using the **Pay Group Look Up** icon (e.g., SM1 adjusts to NS1).

Note: The "NS" Pay Group stops the salary from automatically processing. Only Single Use Payroll Online Tool (SPOT) transactions (e.g., Severance Pay) are reflected on Paysheets for Employees with an "NS" Pay Group.



HR Job Aid

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The **Payroll** page refreshes.

The screenshot shows the HR351 Payroll page for an employee. The top navigation bar includes tabs for Work Location, Job Information, Job Labor, Payroll (selected), Salary Plan, and Compensation. The employee's name is redacted, and the Empl ID is also redacted. The Empl Record is 0. The Payroll Information section shows the Effective Date as 12/21/2020, Effective Sequence as 0, HR Status as Active, Payroll Status as Suspended, Action as Layoff, Reason as Layoff Benefits Only, and Job Indicator as Primary Job. The Payroll System is Payroll for North America, and the Absence System is Other. The Payroll for North America section includes fields for Pay Group (NS1), Employee Type (S), Tax Location Code (001), GL Pay Type, S/M Class No Sal (SUNSAT07), Holiday Schedule (HOLSAL), FICA Status (Subject), and Combination Code. The bottom navigation bar includes links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. The bottom of the page has buttons for Save, Return to Search, Notify, Refresh, Update/Display, and Include History.

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

Payroll Information ? 1 of 2

Effective Date: 12/21/2020
Effective Sequence: 0
HR Status: Active
Payroll Status: Suspended
Action: Layoff
Reason: Layoff Benefits Only
Job Indicator: Primary Job
Go To Row

Payroll System: Payroll for North America
Absence System: Other

Payroll for North America ?

Pay Group: NS1 S/M Class No Sal (SUNSAT07)
Employee Type: S Salaried
Tax Location Code: 001 Accomack
GL Pay Type:
Holiday Schedule: HOLSAL Sal.HolSch
FICA Status: Subject
Combination Code:
Edit ChartFields

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

- The remaining fields in the **Payroll for North America** section update based on the selected Pay Group; review as needed.

Note: Before saving the action, validate the Benefit Program and Eligibility Configuration fields appropriately reflect the Action/Reason.

- Click the **Save** button.



HR Job Aid

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The **Payroll** tab refreshes.

The screenshot shows the 'Payroll' tab selected in the top navigation bar. The interface displays employee information and payroll details for an employee with ID [REDACTED].

Employee Information:

- Effective Date: 12/21/2020
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Suspended
- Action: Layoff
- Reason: Layoff Benefits Only
- Job Indicator: Primary Job

Payroll System: Payroll for North America

Absence System: Other

Payroll for North America Details:

- Pay Group: NS1
- S/M Class No Sal (SUNSAT07)
- Employee Type: S
- Salaried
- Holiday Schedule: HOLSAL
- Sal.HolSch
- Tax Location Code: 001
- Accomack
- GL Pay Type: [Empty]
- FICA Status: Subject
- Combination Code: [Empty]

Navigation and Actions:

- Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History
- Bottom Navigation: Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

15. To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report
16. Run the Employee Activity Report for the employee.

Note: For further information on this report, see the Job Aid titled **HCM Reports Catalog**. The **HCM Reports Catalog** can be found on the Cardinal website under **Resources**.

17. Print the report and place the printed transaction in the employee file for future audit purposes.
18. To run the Layoff Employee Eligible for Recall Agency Report, use the following navigation:
Navigator > Workforce Administration > Job Information > Layoff Employee Eligible For Recall

Note: Termination of recall rights can be entered at any time during the layoff process, per DHRM policy. For further information about separations, see the Job Aid titled **HR351 Separation Statuses**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

TWFR – Reduce Hours

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive


Limit the number of results to (up to 300):

300

Search

Clear

Basic Search

 Save Search Criteria

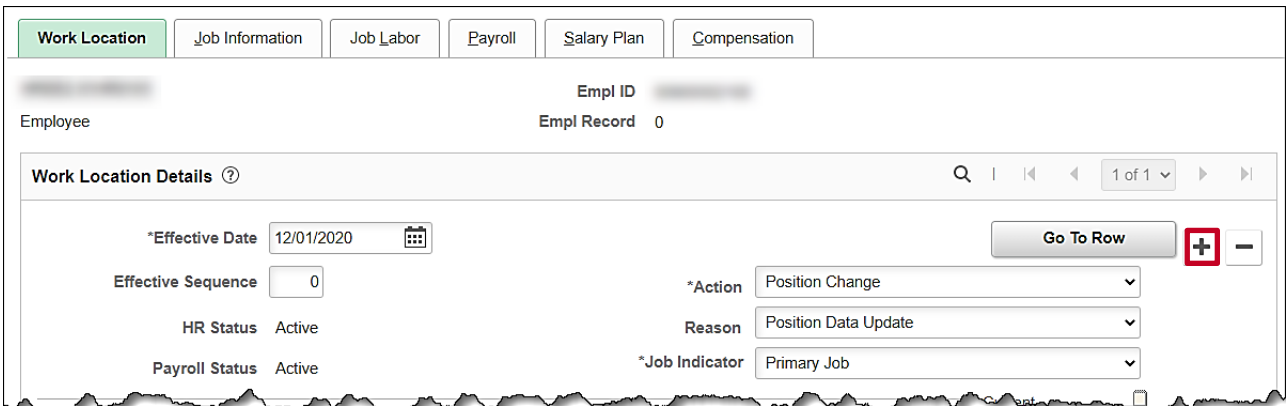
2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information and tips and tricks on searching for employees, see the WBT titled **NAV205 Navigation Tips**. This WBT can be found on the Cardinal website under **Learning**.

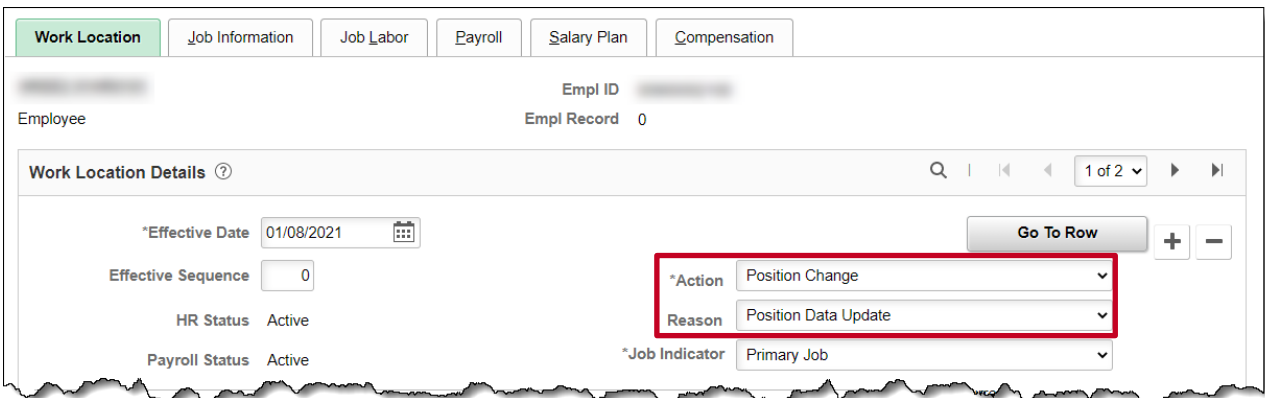
HR351 Managing the Layoff Process

The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.



4. Click the **Add a New Row** icon (+) to add a new effective dated row.

The **Job Data** page refreshes with a new effective dated row displayed.



Note: When adding a new effective dated row, Cardinal copies the data from the previous row.

5. The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. Select the **"Data Change"** option using the **Action** field drop-down button.
7. Select the **"TWFR Reduce Hours"** option using the **Reason** field drop-down button.
8. Press the **TAB** key.



HR Job Aid

HR351 Managing the Layoff Process

The **Job Data** page refreshes.

The screenshot shows the 'Job Information' tab selected in the HR351 system. The 'HR Status' and 'Payroll Status' fields are both set to 'Active'. The 'Layoff Notice Date' field is highlighted, and the 'Recall Eligibility Flag' checkbox is unchecked. Other fields include Effective Date (01/08/2021), Position Number (ABCHR001), and Last Start Date (05/06/2020).

9. The **HR Status** and **Payroll Status** fields automatically update after the **Action** and **Reason** fields are selected. Validate the HR and Payroll statuses both display as “**Active**”
10. Select the **Recall Eligibility Flag** checkbox. There are very few instances in which this checkbox is not selected.
11. Enter the date of the Layoff Notice in the **Layoff Notice Date** field.
12. Click the **Job Information** tab.



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The **Job Information** tab displays.

The screenshot shows the HR351 Job Information tab. The 'Payroll' tab is highlighted with a red box. The 'Standard Hours' field is also highlighted with a red box and contains the value 40.00. The form displays various employee details including Effective Date, HR Status, Payroll Status, Job Code, Entry Date, Supervisor Level, Regular/Temporary status, Empl Class, Regular Shift, Classified Ind, Action, Reason, Job Indicator, SOC Code, Supervisor Name, Full/Part status, *Officer Code, Shift Rate, Shift Factor, FTE, and Work Period. The 'Standard Hours' field is currently set to 40.00.

13. Enter the new standard hours for the employee, as defined in the TWFR Reduction Agreement, in the **Standard Hours** field.
14. Press the **TAB** key. The remaining fields within the **Standard Hours** section update as applicable based on the new standard hours; review as needed.
15. Click the **Payroll** tab.

Note: If your agency does not use Cardinal Payroll, proceed to Step 19.



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The **Payroll** tab displays.

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted] Empl Record 0

Payroll Information ? 1 of 2

Effective Date 01/08/2021 [Go To Row](#)

Effective Sequence 0 Action Data Change
HR Status Active Reason TWFR Reduce Hours
Payroll Status Active Job Indicator Primary Job

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group SM1 Semimonthly Class (FRITHU07)

Employee Type S Salaried Holiday Schedule HOLSAL Sal.HolSch

Tax Location Code 760 Richmond (City)

GL Pay Type FICA Status Subject

Combination Code [Edit ChartFields](#)

16. Click the **Pay Group** field **Look-Up** icon and select the corresponding "NS" option using the **Pay Group Look Up** icon (e.g., SM1 adjusts to NS1).

The page refreshes.

Payroll for North America ?

Pay Group NS1 S/M Class No Sal (FRITHU07)

Employee Type S Salaried Holiday Schedule HOLSAL Sal.HolSch

Tax Location Code 760 Richmond (City)

GL Pay Type FICA Status Subject

Combination Code [Edit ChartFields](#)

Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

Save | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | **Payroll** | [Salary Plan](#) | [Compensation](#)

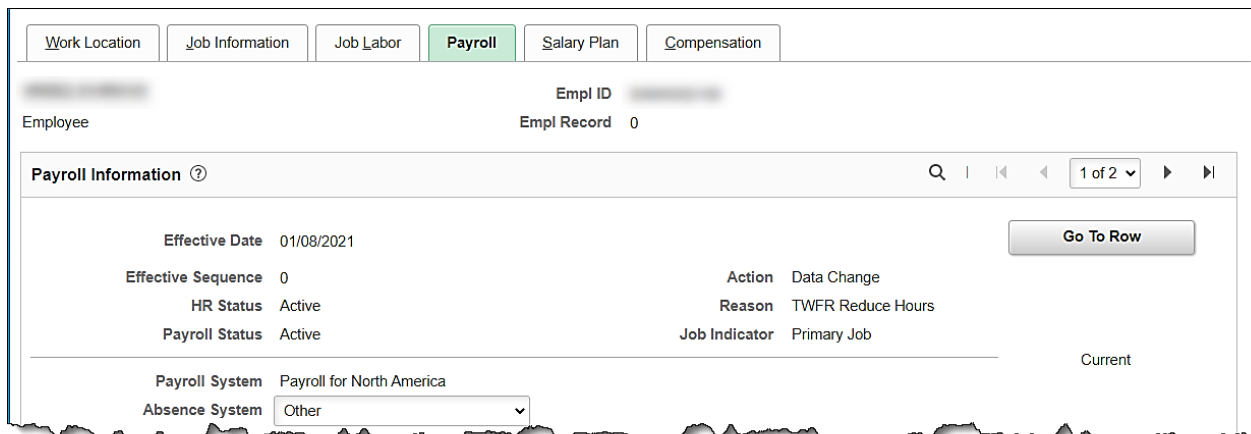
HR351 Managing the Layoff Process

17. The remaining fields in the **Payroll for North America** section update based on the pay group selected. Review as needed.

Note: The “NS” Pay Group stops the salary from automatically processing. Only Single Use Payroll Online Tool (SPOT) transactions (e.g., Severance Pay) are reflected on Paysheets for Employees with an “NS” Pay Group. The compensation rate does not change because the VSR interface needs to pick up the original base salary.

18. Click the **Save** button.

The **Payroll** page refreshes.



Payroll Information	
Effective Date	01/08/2021
Effective Sequence	0
HR Status	Active
Payroll Status	Active
Action	Data Change
Reason	TWFR Reduce Hours
Job Indicator	Primary Job
Payroll System	Payroll for North America
Absence System	Other

19. To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report

20. Run the Employee Activity Report for the employee.

Note: For further information on this report, see the **HCM Reports Catalog**. The **HCM Reports Catalog** can be found on the Cardinal website under **Resources**.

21. Print the report and place the printed transaction in the employee file for future audit requests.

TWFR – Not Working

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search

Clear

Basic Search

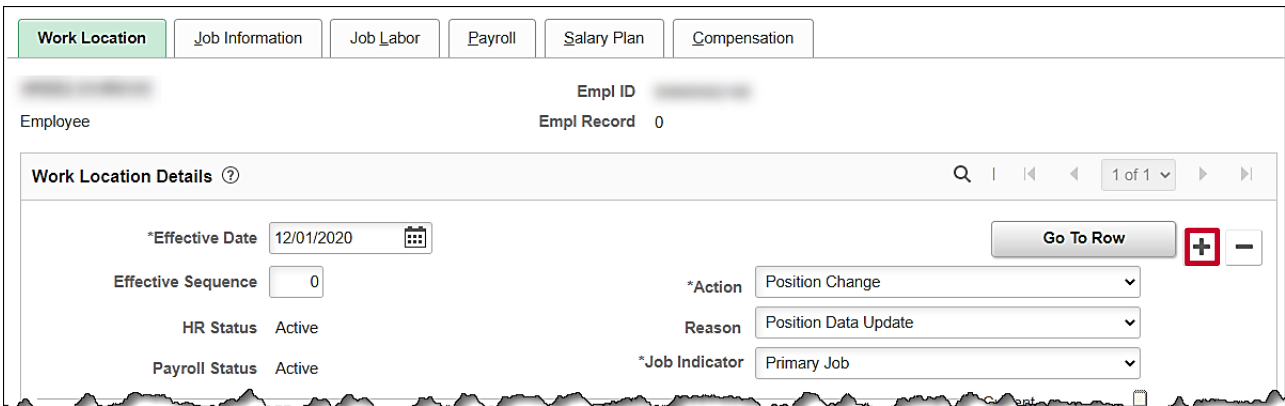
Save Search Criteria

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information and tips and tricks on searching for employees, see the WBT titled **NAV205 Navigation Tips**. This WBT can be found on the Cardinal website under **Learning**.

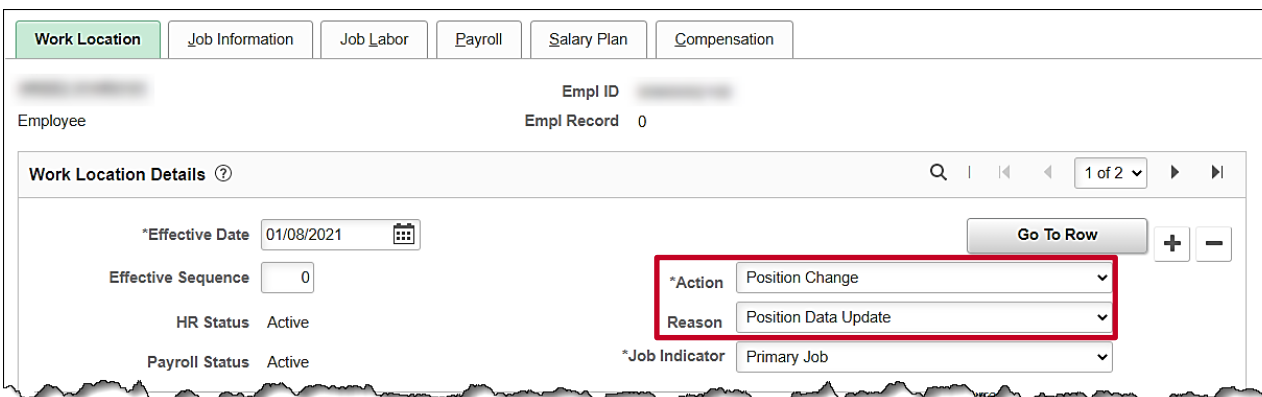
HR351 Managing the Layoff Process

The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.



4. Click the **Add a New Row** icon (+) to add a new effective dated row.

A new effective dated row displays (1 of 2 in this example).



Note: When adding a new effective dated row, Cardinal copies the data from the previous row.

5. The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. Select the “**Layoff**” option using the **Action** field drop-down button.

7. Select the “**Layoff TWFR Unpaid**” option using the **Reason** field drop-down button.

8. Press the **TAB** key.



HR Job Aid

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The **Job Data** page refreshes.

The screenshot shows the HR351 system interface with the **Payroll** tab selected. The **Work Location Details** section is visible, showing the following information:

- *Effective Date:** 01/08/2021
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Suspended
- *Action:** Layoff
- Reason:** Layoff TWFR Unpaid
- *Job Indicator:** Primary Job
- Position Number:** ABCHR001
- Position Entry Date:** 12/01/2020
- Regulatory Region:** USA
- Company:** ABC
- Business Unit:** 99900
- Department:** 100000
- Department Entry Date:** 12/01/2020
- Location:** 10000
- Establishment ID:** ABC
- Termination Date:** 01/07/2021
- Recall Eligibility Flag:** ☐ (highlighted)

The **Recall Eligibility Flag** checkbox is highlighted with a red box. The **HR Status** and **Payroll Status** fields are also highlighted with red boxes.

- The **HR Status** and **Payroll Status** fields automatically update after the **Action** and **Reason** fields are selected. Validate the **HR Status** field displays as “Active” and the **Payroll Status** field displays as “Suspended”.
- Select the **Recall Eligibility Flag** checkbox. There are very few instances in which this checkbox is not selected.
- Enter the date of the Layoff Notice in the **Layoff Notice Date** field.
- Click the **Payroll** tab.

Note: If your agency does not Cardinal Payroll, proceed to Step 16.



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The **Payroll** tab displays.

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted]
Empl Record 0

Payroll Information ? 1 of 2

Effective Date 01/08/2021 [Go To Row](#)

Effective Sequence 0 Action Layoff
HR Status Active Reason Layoff TWFR Unpaid
Payroll Status Suspended Job Indicator Primary Job

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group SM1 Semimonthly Class (FRITHU07)
Employee Type S Salaried Holiday Schedule HOLSAL Sal.HolSch
Tax Location Code 760 Richmond (City)
GL Pay Type FICA Status Subject
Combination Code [Edit ChartFields](#)

13. Click the **Pay Group** field **Look-Up** icon and select the corresponding "NS" option using the **Pay Group Look Up** icon (e.g., SM1 adjusts to NS1).

Note: The "NS" Pay Group stops the salary from automatically processing. Only Single Use Payroll Online Tool (SPOT) transactions (e.g., Severance Pay) are reflected on Paysheets for Employees with an "NS" Pay Group.

The page refreshes.

Payroll for North America ?

Pay Group NS1 S/M Class No Sal (FRITHU07)
Employee Type S Salaried Holiday Schedule HOLSAL Sal.HolSch
Tax Location Code 760 Richmond (City)
GL Pay Type FICA Status Subject
Combination Code [Edit ChartFields](#)

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

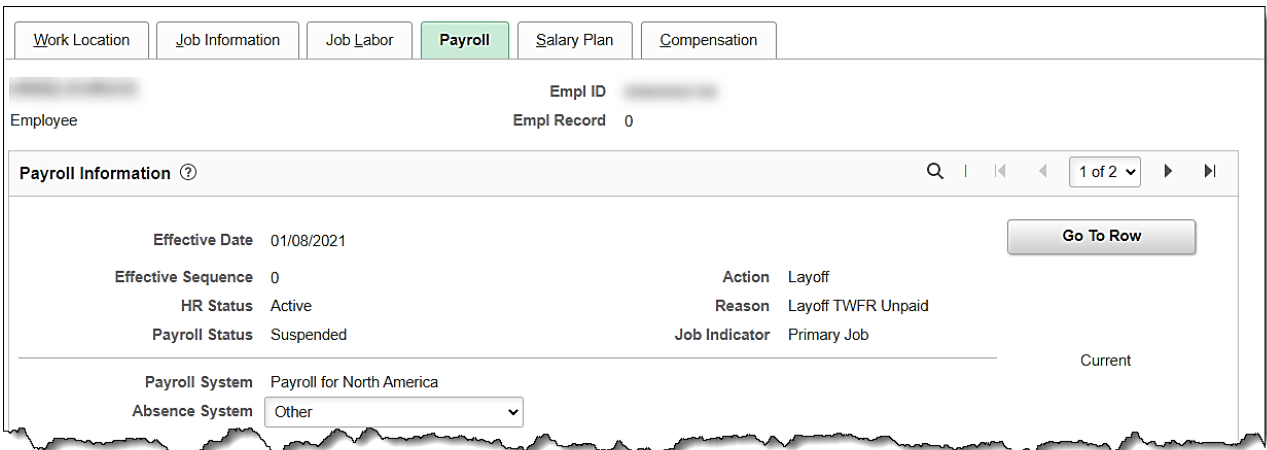
Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

HR351 Managing the Layoff Process

14. The remaining fields in the **Payroll for North America** section update based on the pay group selected. Review as needed.
15. Click the **Save** button.

The **Payroll** tab refreshes.



The screenshot shows the HR351 Managing the Layoff Process interface. At the top, there are tabs for Work Location, Job Information, Job Labor, **Payroll**, Salary Plan, and Compensation. Below the tabs, there is a section for Employee Information with fields for Empl ID and Empl Record. The main section is titled "Payroll Information" and contains a table with the following data:

Effective Date	01/08/2021	Action	Layoff
Effective Sequence	0	Reason	Layoff TWFR Unpaid
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Suspended		

Below the table, there are fields for Payroll System (Payroll for North America) and Absence System (Other). A "Go To Row" button is located in the top right corner of the table area. The interface also shows a search bar and pagination controls (1 of 2).

16. To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report
17. Run the Employee Activity Report for the employee.
Note: For further information on this report, see the Job Aid titled **HCM Reports Catalog**. The **HCM Reports Catalog** can be found on the Cardinal website under **Resources**.
18. Print the report and place the printed transaction in the employee file for future audit requests.

Recall from Layoff

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

2. Search for the applicable employee by entering the Employee ID in the **Empl ID** field.

3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information and tips and tricks on searching for employees, see the WBT titled **NAV205 Navigation Tips**. This WBT can be found on the Cardinal website under **Learning**.



HR351 Managing the Layoff Process

The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

Work Location Details ? 1 of 1

*Effective Date: 01/04/2021 [Calendar Icon]

Effective Sequence: 0

HR Status: Active

Payroll Status: Suspended

*Action: Layoff

Reason: Layoff TWFR Unpaid

*Job Indicator: Primary Job

Position Number: ABCHR001 [Search Icon] Compliance/Safety Officer IV

Go To Row [Red Boxed +] -

Current []

Override Position Data

- Click the **Add a New Row** icon (+) to add a new effective dated row.

The **Job Data** page refreshes with a new effective dated row displayed.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

Work Location Details ? 1 of 2

*Effective Date: 01/08/2021 [Calendar Icon]

Effective Sequence: 0

HR Status: Active

Payroll Status: Suspended

*Action: Layoff

Reason: Layoff TWFR Unpaid

*Job Indicator: Primary Job

Position Number: ABCHR001 [Search Icon] Compliance/Safety Officer IV

Go To Row [Red Boxed +] -

Current []

Override Position Data

Note: When adding a new effective dated row, Cardinal copies the data from the previous row.

- The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Select the "**Recall from Suspension/Layoff**" option using the **Action** field drop-down button.
- Select the applicable option using the **Reason** field drop-down button.
- Press the **TAB** key.



HR Job Aid

HR351 Managing the Layoff Process

The **Job Data** page refreshes.

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

Employee [redacted] Empl ID [redacted] Empl Record 0

Work Location Details ?

*Effective Date 01/08/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Recall from Suspension/Layoff

Reason Recall from Layoff

*Job Indicator Primary Job

Position Number ABCHR001 Compliance/Safety Officer IV

Position Entry Date 12/01/2020

Regulatory Region USA United States

Company ABC Alcoholic Beverage Control

Business Unit 99900 Alcoholic Beverage Control

Department 100000 Administration

Department Entry Date 12/01/2020

Location 10000 ABC Headquarters

Establishment ID ABC VA Alcoholic Bev Control Auth

Date Created 01/08/2021

Last Start Date 05/06/2020

Termination Date

STD Claim Number

Layoff Notice Date 12/08/2020

☒ Recall Eligibility Flag

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

- The **HR Status** and **Payroll Status** fields automatically update after the **Action** and **Reason** fields are selected. Validate the HR and Payroll statuses both display as “**Active**”.
- De-select the **Recall Eligibility Flag** checkbox, as applicable.
- Delete the value entered within the **Layoff Notice Date** field, as applicable.
- Click the **Payroll** tab.

Note: If your agency does not use Cardinal Payroll, proceed to Step 16.



HR Job Aid

HR351 Managing the Layoff Process

The **Payroll** tab displays.

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

Empl ID
Employee Empl Record 0

Payroll Information ? 1 of 2

Effective Date 01/08/2021 Go To Row

Effective Sequence 0 Action Recall from Suspension/Layoff
HR Status Active Reason Recall from Layoff
Payroll Status Active Job Indicator Primary Job Current

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group NS1 S/M Class No Sal (FRITHU07)
Employee Type S Salaried Holiday Schedule HOLSAL Sal.HolSch
Tax Location Code 760 Richmond (City)
GL Pay Type FICA Status Subject Edit ChartFields
Combination Code

- Click the **Pay Group** field **Look Up** icon and select the applicable pay group for the employee to reactivate the automatic Paysheet creation.
- The remaining fields in the **Payroll for North America** section update based on the pay group selected. Review as needed.
- Click the **Save** button.

The **Payroll** tab refreshes.

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

Empl ID
Employee Empl Record 0

Payroll Information ? 1 of 2

Effective Date 01/08/2021 Go To Row

Effective Sequence 0 Action Recall from Suspension/Layoff
HR Status Active Reason Recall from Layoff
Payroll Status Active Job Indicator Primary Job Current

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

Pay Group NS1 S/M Class No Sal (FRITHU07)
Employee Type S Salaried Holiday Schedule HOLSAL Sal.HolSch
Tax Location Code 760 Richmond (City)
GL Pay Type FICA Status Subject Edit ChartFields
Combination Code

HR351 Managing the Layoff Process

16. To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report

17. Run the Employee Activity Report for the employee.

Note: For further information on this report, see the Job Aid titled **HCM Reports Catalog**. The **HCM Reports Catalog** can be found on the Cardinal website under **Resources**.

18. Print the report and place the printed transaction in the employee file for future audit requests.

19. To run the Layoff Employee Eligible for Recall Agency Report, use the following navigation:

Navigator > Workforce Administration > Job Information > Layoff Employee Eligible For Recall

Note: Termination of recall rights can be entered at any time during the layoff process, per the DHRM policy. For further information on separating an employee, see the Job Aid titled **HR351 Separation Statuses**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.